



Minutes for CCAC Meeting

Date of Meeting: September 27, 2006
Name of Committee: CITY CENTER ADVISORY COMMISSION
Notes taken by: Doreen Laughlin, City Administrative Specialist II
Called to order by: Acting Chairperson, Alice Ellis Gaut
Time Started: 6:41pm
Time Ended: 9:20pm

Commissioners Present: Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Lily Lilly; Acting Chairperson Alice Ellis Gaut

Commissioners Absent: Suzanne Gallagher; Roger Potthoff; Ralph Hughes (Alternate); Chairman Carl Switzer

Others Present: Lisa Olson

Staff Present: Phil Nachbar, Senior Planner; Sean Farrelly, Associate Planner; Doreen Laughlin, City Administrative Specialist II

Agenda Item #1: Welcome and Introductions:

Important Discussion and/or Comments:

The Commissioners went around the table and re-introduced themselves as a courtesy to the relatively new City Administrative Specialist who would be taking minutes.

Action Items (Follow-Up or Votes): None.

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Agenda Item #2: Approve Minutes

Important Discussion and/or Comments:

There was a motion by Commissioner Buehner to approve the September 13th minutes. The motion was seconded by Commissioner Lilly.

Action Items (Follow-Up or Votes): The minutes for the September 13, 2006 meeting, including the email Amendment from Commissioner Gallagher, were approved by a vote of 5 to 0 and signed by Acting-Chairperson Ellis Gaut.

Agenda Item #3: Summary of Sept. 19 Council [as amended at 10/11/06 CCAC Meeting] Workshop – By-Laws / Land Use / Design Guidelines Report

Important Discussion and/or Comments:

Most of the Commissioners present had also been to the September 19th Council [as amended at the 10/11/06 CCAC Meeting] workshop. The consensus was that it was a good workshop. They were generally pleased that the by-laws were presented and well received. A few minor changes were made but, as a whole, they were well received. The Commissioners were pleased that it was noted at the meeting that the structure of the by-laws should be taken and applied to all the committees. Phil Nachbar noted that he had taken all the comments that were made at that workshop, revised the by-laws, and sent the revisions to City Attorney, Gary Firestone. He'd just heard back from Mr. Firestone that very day and Nachbar reported that there were a few comments, but nothing major. He went on to say that the revised by-laws will be up for approval by City Council at the next consent agenda meeting in about two weeks.

Commissioner Ellis Gaut asked what the Commissioners thought about the land-use portion of the presentation. It was noted that there weren't a lot of comments about it and that it appeared to be rushed. It was also noted that the presentation was ~~most likely a bit~~ [as amended at the 10/11/06 CCAC Meeting] rushed due to the length of time spent on the by-laws. Nachbar said that Land Use will be on the Planning Commission agenda Monday night, October 2nd. He also said that the specific date it goes back to Council is not identified yet, but the Council will get periodic updates.

There was some discussion about trails (from Main St. to Grant St.) and the fill issue on the Ball property. It was noted that there are basically two issues – the fill issue and the acquisition issue. After some discussion on this, Commissioner Ellis Gaut suggested that, in the interest of time, they put this issue on a future agenda. This was met with approval by the other Commissioners present.

As an aside to the agenda item, Phil Nachbar reminded the Commissioners that for clarity, and for purposes of getting all input on record, the use of "motions" is very important. He stated that the use of motions and the voting process allows all of the Commissioners present

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motions are made, the vote would be taken and the opposing view would be noted and explained. She said that those who oppose would have the opportunity to make their point in a concise way and that this would be helpful all the way around. After some discussion on this, Commissioner Ellis Gaut noted that the consensus of the group was that a clear motion and vote is a good way to provide an opportunity for dissenting viewpoints to be duly noted.

Action Items (Follow-Up or Votes):

- Phil Nachbar will invite Associate Planner, Duane Roberts, to come to a future CCAC meeting to talk about land use and trails.
- In future meetings, the Commission will utilize the opportunity to make solid motions that will be voted on, so that those who oppose will have the opportunity, immediately after the motion, to explain their position.

Agenda Item #4: Determining Main St. Character – PowerPoint/Discussion
Important Discussion and/or Comments:

Phil Nachbar presented a PowerPoint presentation (Exhibit A) about Tigard Downtown Land Use and Design Guidelines. He noted that the framework recommendations had gone to Council with no objections and that they were going forward. Commissioner Craghead asked whether, at some point in time, there would be some kind of recommendations for a “style” of Downtown or whether the Commission would be moving towards that point. Nachbar noted that Associate Planner, Sean Farrelly, would be taking the CCAC’s report and recommendations and will be working that through with the Planning Commission and will come back and report on it. Phil Nachbar suggested that the Main Street issue itself be looked at more carefully by the CCAC because they may want to weigh in more specifically on it. Nachbar went on to address the “character” of Main Street and showed examples of Lake Oswego, Mississippi Street, the Lloyd District and the Belmont District in Portland. He stated that the character of Main Street can be smaller scale, 1 and 2 stories, or larger scale - 3 and 4 stories. He noted the need for good architecture and pointed out that that is what is in the Design Guidelines.

Some of the items included in Nachbar’s presentation were the:

- Project schedule;
- Land Use Objectives;
- A Summary of the 6 Land Use Zones;
- “Framework Recommendations”;
- CCAC Review/Recommendations;
- Design Guidelines-Objectives; and
- Height Restrictions

Nachbar noted that some areas can take advantage of existing buildings and re-use them but that Tigard does not have many of these opportunities. He also noted that Main Street

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character is more a function of the design of the building, as it meets the street, rather than the overall height of the building. However, he noted that, as seen in Lake Oswego and other areas, smaller scaled design with specific architectural details can contribute to the “architectural character.” There was discussion as to the different options regarding mixed use in Main Street. There was also some discussion as to whether a specific “theme” is wanted for Main Street. Nachbar noted that it wasn’t necessary, but needs to be thought about. He also noted that the issue will be revisited and that he would like the group to be comfortable with the direction taken in this area.

Action Items (Follow-Up or Votes):

- No votes were taken. This was a discussion only.
- Nachbar will bring to the CCAC examples of other “Main Streets” around the country.
- This issue will be revisited and there will be ongoing discussion on the subject of the character of Main Street.

Agenda Item #5b: Form based codes (Sean Farrelly)[Taken out of order] **Important Discussion and/or Comments:**

Commissioner Ellis Gaut noted that the Agenda was numbered incorrectly and suggested that this portion be renumbered 5a and 5b. She suggested that they begin with agenda item 5b (Form based code), follow with 5a (Education/Outreach w/Downtown Business/Property Owners) and the other Commissioners agreed. It was noted that the end of the Agenda was also numbered incorrectly.

Sean Farrelly gave a PowerPoint presentation on Form Based Code (Exhibit B) and passed out an article from Planning Magazine entitled “Form First” (Exhibit C.) He gave the definition of this type of code. He noted that it is a code based primarily on “form” – urban form, including the relationship of buildings to each other, to streets and to open spaces – rather than based primarily on land use. He noted that Tigard has mixed use zones. Nachbar noted that with form based – you can have different uses so long as they meet the same form. There was some discussion as to form based code. His presentation included:

- The Principles of Form-based Codes;
- Examples of the “Regulating Plan” - Pleasant Hill BART Station Area; and
- Points to consider (see Exhibit B)

Farrelly noted that people sometimes use the “charette” process as a way to get citizens into interactive brainstorming. There was discussion as to how regulated the code would be and what the visual silhouette would be. Commissioner Lilly raised the question as to how much variation in design would be allowed. Nachbar noted that it would be researched and that with form based code you can get as detailed or as basic as you want. Farrelly noted that whatever regulations were decided upon, the developers would have to abide by them.

Nachbar noted that form based code is not a “new” idea. He said that the idea of establishing the physical design form as a “module” to work with is new for incorporation into the codes. Commissioner Craghead stated that the only thing new is how the code is communicated. There was some discussion that the planners should perhaps give up some of their “control.” Lisa Olson noted that she had heard in some of the other groups that she deals with, that the perception out there is that the planners at the City of Tigard are “barriers to success” in that it takes so long to get plans approved, and that it appears that at the Permit Center one person says one thing and another person says another. Ms. Olson cited some instances where it took years to get plans approved and that some people took their businesses to other cities because of it. Commissioner Buehner strongly disagreed with the idea that the planners are barriers to success and Ms. Olson noted that it was just a “perception” of some people she dealt with – whether it’s true or not. Nachbar said that the main point is that developers be very clear as to what their expectations are and to not have to go through an excruciating process to get things approved. Nachbar noted that there is a need for good quality development in Downtown and also that the regulations need to be clear and concise.

Commissioner Ellis Gaut suggested that this discussion be continued at subsequent meetings.

Action Items (Follow-Up or Votes):

- Staff will research how often form based code has been done.
- Staff will look into what’s been done in Bend’s “Northwest Crossing” where form based code is being used.

Agenda Item #5a: Education / Outreach with Downtown Business / Property Owners – Follow-up (Sean Farrelly) [Taken out of order]
Important Discussion and/or Comments:

One of the outreach meetings has been scheduled for October 24th, 7:30 – 8:30 a.m. - another is scheduled for Wednesday, Oct. 25th, 6:30 – 7:30 p.m. This meeting will replace the CCAC meeting. It was decided that Ms. Olson will be participating in the outreach as a volunteer for the City.

Commissioner Lilly said she can’t speak to the issues on the flyer Sean submitted (Exhibit D) and that she wasn’t seeing a focused flyer having to do with urban renewal. She noted that she sees three things that are ancillary and not focused on urban renewal. Nachbar answered that the idea of the meetings is to invite people to the meeting to educate them, get them excited about some of the key projects Downtown, (i.e. Commuter Rail, Streetscape improvements, etc.) and also introduce the idea of some of the development code changes. He said the idea of the flyer was two-fold. Commissioner Craghead summarized what he understood it to be – that it was two-pronged – one being an outreach for the urban process and the other is getting some input on the land use process – Nachbar interjected that the second part is basically getting them engaged in the land use process so they will, hopefully,

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stay engaged. It was suggested that the flyer be clarified so that people will know that it isn't only urban renewal that will be discussed. There was some discussion as to how to use the flyer to more "generically" state what will be discussed in the meetings.

Action Items (Follow-Up or Votes):

1. The flyer will be revised. The main theme of the flyer will be "Downtown Update." The bullets will be changed to include something to the effect of the following:
 - Urban Renewal
 - New Land Use/Design Guidelines
 - Current Projects for 06-07
 - Grant proposal for Main Street
 - "Bring your concerns to the table"
2. Ms. Olson will work with Sean Farrelly regarding suggestions as to the format of meetings.
3. The format of meetings will be made known to the CCAC so they will be able to address any questions that may come to them.

Agenda Item #7: Developer Letter re: Downtown Plan – finalize [taken out of order] **Important Discussion and/or Comments:**

This agenda item was taken out of order and discussed. The developer letter (Exhibit E) was reviewed and it was noted that the corrections looked to be fine. It was also noted that the letter in front of the Commissioners was not the "final" copy as there were minor corrections noted in red. There was a motion to accept the letter with the corrections. The motion was seconded. At this point Commissioner Ellis Gaut asked for any discussion. One of the Commissioners asked whether a decision by them would stand, because all the Commissioners were not present. Nachbar said that yes, it would stand because they had a quorum. The minutes from the last meeting (Sept. 13th) were brought up. At this point, Phil Nachbar mentioned that he believed that if someone wants to change the minutes, it makes sense that they would come to the meeting and have the minutes corrected as to how they want them to read. Some of the Commissioners had second thoughts as to whether to include the entire email by Commissioner Gallagher (the minutes with the entire email attached as an amendment had already been moved on and approved 5-0.) They noted that parts of her email were not germane to the minutes. Commissioner Ellis Gaut said that the first three paragraphs of the email related to the minutes, the rest of it related to form based code. She said that one possible option would be to retake a vote on the minutes and consider the amendment to only apply to her comments expressed in the first three paragraphs. She said there could be other ways to deal with it. She stated that they could also simply undo that vote and not redo it until next time. Commissioner Buehner stated that she didn't want to

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waste any more time talking about the minutes and that she wanted to move forward. At this point, Commissioner Barkley walked out of the meeting. It was noted that now there was no quorum and no further motions or votes could be made. There was then some discussion as to whether an email could be attached as an addendum and what the procedures are regarding how to handle addendums in the future. The Commissioners agreed that this needs to be discussed further at the next meeting. It was asked that an email go out about the importance of attendance at these meetings, preparedness, and the need for a clear policy on how to make amendments to the minutes.

Action Items (Follow-Up or Votes):

- The developer letter will be on the next meeting's agenda as it could not be voted on this time due to lack of a quorum.
- Commissioner Ellis Gaut will send out an email regarding what was discussed (i.e. attendance, preparedness, and the need to establish a clear policy regarding amendments to the minutes).

Agenda Item #6: 3-D 99W "View Corridor" Simulation

Important Discussion and/or Comments: [Taken out of order]

This agenda item was put off to the next meeting due to lack of time and lack of a quorum.

Action Items (Follow-Up or Votes): None

Agenda Item #6: Other Business: [Taken out of order & numbered incorrectly]

Important Discussion and/or Comments: Commissioner Lilly handed out copies of a newspaper article entitled "Metropolis – The New American Landscape" and asked that the Commissioners take a look at it before the next meeting.

Action Items (Follow-Up or Votes): None


Doreen Laughlin, City Admin. Spec. II

ATTEST: 
Acting Chairperson, Alice Ellis Gaut

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